

NOW ACCEPTING ELECTRONIC TRANSCRIPTS!

The Early Education Branch is excited to announce that *effective May 1, 2019*, the Division of Child Development and Early Education (DCDEE) will begin accepting electronic transcripts. In addition to the receipt of electronic transcripts, we will continue to accept official transcripts by mail.

Prior to mailing and/or submission of electronic transcripts to DCDEE, please confirm your college and/or university is nationally recognized and regionally accredited. In order to verify this information, please refer to the accreditation information below. Your search criteria is based on the geographic region your college and/or university is located. Official transcripts from colleges and/or universities without regional accreditation are not recognized by the DCDEE Early Education Branch.

Process to submit Electronic Transcripts

- 1) Visit your college and/or university office of the registrar's webpage to request a transcript
 - a. You may have to log into your student account to request a transcript
- 2) On the webpage, you will be provided information as to whether the college and/or university is affiliated with the National Student Clearinghouse or Credential Solutions (eScrip) when requesting electronic transcripts.
- 3) The college and/or university must be affiliated with the following entities only:
 - a. [National Student Clearinghouse](#)
 - b. [Credential Solutions \(eScrip\)](#)
- 4) If your college and/or university is not affiliated with one of these two entities, please mail your official transcripts to DCDEE. Steps regarding how to mail your official transcripts are listed under *Process to submit Official Hardcopy Transcripts*.
- 5) The recipient of the electronic transcript must be the NC Division of Child Development and Early Education.
- 6) **DO NOT SEND** electronic transcript submissions to:
 - a. DCDEE Staff Emails including Child Care Consultants
 - b. DCDEE Webmaster
 - c. DCDEE WORKS
 - d. DCDEE Data Request

Process to Submit Official Hardcopy Transcripts

- 1) Visit your college and/or university office of the registrar's webpage to request a transcript
 - a. You may have to log into your student account to request a transcript
- 2) Request an official hardcopy transcript to be mailed to one of the addresses below:

<p style="text-align: center;"> Attn: Workforce Education Unit Division of Child Development and Early Education (DCDEE) 2201 Mail Service Center Raleigh, NC 27699-2200 </p>	<p style="text-align: center;"> Attn: EESLPD Intake Division of Child Development and Early Education (DCDEE) 2201 Mail Service Center Raleigh, NC 27699-2200 </p>
	<p> Note: This address should <u>only</u> be used by NC Pre-K Lead Teachers and Developmental Day Lead Teachers </p>

- 3) **Official transcripts must arrive at DCDEE in its original sealed envelope.** Please **do not** open, make copies or write on transcripts before mailing to DCDEE.

The Early Education Branch consists of the *Workforce Education Unit, NC Pre-K Program and the Early Educator Support, Licensure and Professional Development (EESLPD) Unit*. All official transcripts sent to the Early Education Branch will be used for the appropriate educational review of each applicant. Once the transcript is received by DCDEE, it becomes the property of DCDEE and cannot be returned to the educator or sender.

ACCREDITATION

This process is for the verification of the college and/or university's accreditation status.

- ❖ Please visit **one** of the following websites to perform a search for your college and/or university's institutional accreditation:
 - <https://www.chea.org/>
 - <https://ope.ed.gov/dapip/#/home>
- ❖ Please note that the DCDEE Early Education Branch only recognizes the following regional six accrediting bodies:
 - Middle States Association of Colleges and Schools
 - New England Association of Schools and Colleges
 - Higher Learning Commission (North Central Association of Colleges and Schools)
 - Northwest Accreditation Commission
 - Southern Association of Colleges and Schools
 - Western Association of Schools and Colleges

***Official transcripts from colleges or universities without regional accreditation will not be considered for educational assessment by the DCDEE Early Education Branch.**

Please click on the following links for additional information regarding the units in the Early Education Branch:

- [Workforce Education Unit](#)
- [NC Pre-K Program](#)
- [Early Educator Support, Licensure and Professional Development \(EESLPD\) Unit](#)